

Reporting in HiTrack

Children's Special Health Services

Newborn Hearing Screening & Intervention Program

Department of Public Health and Human Services



HiTrack Login Page

HI*TRACK

Successful Hearing Screening Tracking and Data Management



*Reliable
Affordable
Convenient
State-of-the-art*

*some babies are born listeners...
...others need our help*

sign in ...

| | |
|--------------------------------------|--------------------------|
| username: | <input type="text"/> |
| password: | <input type="password"/> |
| <input type="button" value="Start"/> | |

User name and password assigned by Jessica.

NCHAM helpdesk will assist with setting up the database on your computer. 435-797-3584



Main Screen

The screenshot shows the main interface of a database application for St Patrick Hospital. The top toolbar contains buttons for 'All Folders', 'No Action', 'Letters', 'Reports', 'Merge', 'Tools', 'Settings', and 'Log Out'. Below the toolbar, the main area is titled 'All Data for St Patrick Hospital (0 of 0)'. It includes a 'DOB From' field set to '5/1/2015' and a 'To' field set to '7/14/2015'. There are also checkboxes for 'Advanced Find', 'Auto-Filter', and 'Milestones', and a 'Refresh' button. At the bottom, there is a '2-Click Action' dropdown menu set to 'Record Overview' and a 'Combine' checkbox. The 'Add Baby' button is circled in red.

DOB From: 5/1/2015 To: 7/14/2015

☐ Advanced Find ☐ Auto-Filter ☐ Milestones

Refresh

User: cs4524 Help

All Data for St Patrick Hospital (0 of 0)

Add Baby Print List Delete Baby 2-Click Action: Record Overview ☐ Combine

Here you can change the date of birth range to filter babies.

Click “Add Baby” button in lower left corner to add new baby to the database.

Baby Data

All FoldersNo Action

Action Needed

Facility: St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

User: cs4524 Help

Baby Demographics

Baby

Medical ID: 123456

Birth Date: 7/14/2015

Birth Facility: St Patrick Hospital

Name-Last: Test

Time: 00:00

Nursery: [blank]

First: Baby

Order: S-Single

Location:

Middle:

Weight: Grams

Gender: [blank]

Insurance: [blank]

Gest. Age:

Physician: [blank]

Race: [blank]

ICU Days:

Alt. ID:

Deceased: ☐

Notes:

Primary Contact

Name-Last: Test

Address: 123 Main Street

Phone: 406-555-1234

First: Mom

Ph 2:

Middle:

Email:

Med Id:

City/State/Zip: Missoula MT 55555

County:

Birth Mother: ☒

Birthdate:

Language: [blank]

Title/Suffix:

Race: [blank]

Gender: -Blank-

Education: [blank]

Ethnicity: [blank]

Deceased: ☐

Save

Enter a new baby. Make sure to include as much information as possible here!

- Baby first and last name
- DOB
- Physician name
- Mother first and last name
- Address and phone number is especially important for babies that do not pass screenings (hearing or CCHD)

Save.

Main Screen

All Folders

No Action

Action Needed

City: St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

User: cs4524 Help

All Data for St Patrick Hospital (1 of 1)

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Need Inpatient Screening

Status: In Progress

Record Overview

Tracking Options

Demographics | Contacts

Screening

Risk Indicators

Diagnostics | Manage

Hearing Disposition | A-grams

Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: -/-

DOB From: 5/1/2015

Advanced Find

Auto-Filter

To: 7/14/2015

Refresh

Milestones

| Baby Name | Medical ID | Birth Date | Inpatient | IP Date | Outpatient | OP Date | Action | Gender |
|------------|------------|------------|-----------|---------|------------|---------|--------------------------|--------|
| Test, Baby | 123456 | 7/14/2015 | | | | | Need Inpatient Screening | |

< >

Add Baby Print List Delete Baby 2-Click Action: Record Overview

Combine:

Click on "Screening" from left side menu.

Hearing Screening Results

All Folders

No Action

Action Needed

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Need Inpatient Screening

Status: In Progress

Record Overview

Tracking Options

Demographics | Contacts

Screening

Risk Indicators

Diagnostics | Manage

Hearing Disposition | A-grams

Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: -/-

ility: St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

Screening Tests for Test, Baby

User: cs4524 Help

New Screening Result

Stage: Inpatient

Type: DPOAE

Facility: St Patrick Hospital

Date: 7/14/2015

Time: 00:00

Result

Right: Pass

Left: Pass

Source: -Blank-

Equipment ID

Apply

Save

Screening History

Click on a Date to Edit or Delete a result:

| Test Date | Type | Side | Result | Screener | Facility | Stage |
|-----------|------|------|--------|----------|----------|-------|
|-----------|------|------|--------|----------|----------|-------|

Most Conclusive Results

| Method | Result | Type | Date |
|--------|--------|------|------|
|--------|--------|------|------|

Override MCRs

Then enter the hearing screening results. Enter the screening date and left/right ear results. Apply.

Hearing Screening Results

All FoldersNo Action

Action Needed

ility: St Patrick HospitalLettersReportsMergeToolsSettingsLog Out

Screening Tests for Test, BabyUser: cs4524 Help

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Need Inpatient Screening

Status: In Progress

Record Overview

Tracking Options

Demographics | Contacts

Screening

Risk Indicators

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Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: -/-

New Screening Results

Stage: InpatientType: DPOAEFacility: St Patrick Hospital

Date: 7/14/2015Time: 00:00

ResultScreenerEquipment ID

Right: [blank]-Blank-

Left: [blank]-Blank-

Source: -Blank-

ApplySave

Screening History

Click on a Date to Edit or Delete a result:

| Test Date | Type | Side | Result | Screener | Facility | Stage |
|-----------------------|-------|-------|--------|----------|---------------------|-----------|
| 7/14/2015 12:00:00 AM | DPOAE | Right | Pass | | St Patrick Hospital | Inpatient |
| 7/14/2015 12:00:00 AM | DPOAE | Left | Pass | | St Patrick Hospital | Inpatient |

Most Conclusive Results

| Method | Result | Type | Date |
|--------|--------|------|------|
| | | | |

Override MCRs

Review the results you entered. Click on section under “Screening History” to edit anything.

Once data is correct, Save.

Main Screen

All FoldersNo Action

Action Needed

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Passed Screening

Status: Complete

Record Overview

Tracking Options

Demographics

Contacts

Risk Indicators

Diagnostics | Manage

Hearing Disposition | A-grams

Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: 0/-/-

Inactive record. Use Tracking Options to re-activate this record.

St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

User: cs4524 Help

All Data for St Patrick Hospital (1 of 1)

DOB From: 5/1/2015

To: 7/14/2015

Advanced Find

Auto-Filter

Refresh

Milestones

| Baby Name | Medical ID | Birth Date | Inpatient | IP Date | Outpatient | OP Date | Action | Gender | Nu |
|------------|------------|------------|-----------|-----------|------------|---------|------------------|--------|----|
| Test, Baby | 123456 | 7/14/2015 | Passed | 7/14/2015 | | | Passed Screening | | |

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Add BabyPrint ListDelete Baby2-Click Action: Record Overview

Combine:

Now click on “Demographic” from left side menu.

Notes Section

All Folders

No Action

ility: St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

Action Needed

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Passed Screening

Status: **Complete**

Record Overview

Tracking Options

Demographics | Contacts

Screening

Risk Indicators

Diagnostics | Manage

Hearing Disposition | A-grams

Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: 0/-/-

Inactive record. Use Tracking Options to re-activate this record.

Baby Demographics for Test, Baby

User: cs4524 Help

Baby

Medical ID: 123456

Birth Date: 7/14/2015

Birth Facility: St Patrick Hospital

Name-Last: Test

Time: 00:00

Nursery: [blank]

First: Baby

Order: S-Single

Location: [blank]

Middle: [blank]

Weight: [blank] Grams

Gender: [blank]

Insurance: [blank]

Gest. Age: [blank]

Physician: [blank]

Race: [blank]

ICU Days: [blank]

Alt. ID: [blank]

Deceased: ☐

Notes: [Click here to add notes](#)

Primary Contact

Name-Last: Test

Address: 123 Main Street

Phone: 406-555-1234

First: Mom

Ph 2: [blank]

Middle: [blank]

Email: [blank]

Med Id: [blank]

City/State/Zip: Missoula MT 55555

County: [blank]

Birth Mother: ☒

Birthdate: [blank]

Language: [blank]

Title/Suffix: [blank]

Race: [blank]

Gender: -Blank-

Education: [blank]

Ethnicity: [blank]

Deceased: ☐

Change Date: 7/14/2015 1:20:37 PM

Click on the yellow area of this page, the "Notes" section.

Baby Note

The screenshot shows a web browser window titled "https://hitrack.hhs.mt.gov/?mode=baby - Add/Edit Notes - Windows Internet Explorer". The main content area is titled "Notes for Test, Baby". Under the heading "New Entry", there is a "Type:" dropdown menu with "[Baby Note]" selected. Below it, a "Value:" dropdown menu is open, showing three options: "[Baby Note]", "CCHD Screening", and "CCHD Notes". The "[Baby Note]" option is highlighted. At the bottom of the form, there are "Save" and "Cancel" buttons. A "Close" button is located at the bottom right of the window. The browser's status bar at the bottom shows "100%" zoom.

There are three types of notes you can enter here.

Baby Note: this is a great place to enter any information on this baby that you want the Hearing Screening Program to know. If the baby did not pass screening and there is a follow up appointment scheduled, or if the baby is going to see an audiologist for further evaluation, let us know!

Enter any information, if needed, and click the save button.

Notes Summary Page

https://hitrack.hhs.mt.gov/?mode=baby - Add/Edit Notes - Windows Internet Explorer

Notes for Test, Baby

| Type | Value | Created | Modified | User |
|------|--|----------------------|----------------------|--------|
| Baby | Follow up with Ruth Fugelberg, appointment scheduled for 7/20/15 | 7/14/2015 1:31:59 PM | 7/14/2015 1:31:59 PM | cs4524 |

100%

You then have the option to “Add Note” for adding other types of notes.

CCHD Screening

https://hitrack.hhs.mt.gov/?mode=baby - Add/Edit Notes - Windows Internet Explorer

Notes for Test, Baby

| Type | Value | Created | Modified | User |
|------|--|----------------------|----------------------|--------|
| Baby | Follow up with Ruth Fugelberg, appointment scheduled for 7/20/15 | 7/14/2015 1:31:59 PM | 7/14/2015 1:31:59 PM | cs4524 |

New Entry
[Baby Note]
Type: CCHD Screening
Value: CCHD Notes

Save Cancel

CCHD Screening: There are four choices for CCHD results.

- Pass** if the baby passed screening

- Fail** if the baby failed screening

PLUS complete the Failed Screening Form and fax to

the State Newborn Screening Program

- Not Screened** if the baby was not screened for some reason

- Refused** if the baby's family refused screening

CCHD Screening Notes: Just a place to put any other comments about the CCHD screening process, especially reasons why a baby was not screened.

Click Save.

Notes Summary Page

https://hitrack.hhs.mt.gov/?mode=baby - Add/Edit Notes - Windows Internet Explorer

Notes for Test, Baby


| Type | Value | Created | Modified | User |
|----------------|--|----------------------|----------------------|--------|
| CCHD Screening | Pass | 7/14/2015 1:33:55 PM | 7/14/2015 1:33:55 PM | cs4524 |
| Baby | Follow up with Ruth Fugelberg, appointment scheduled for 7/20/15 | 7/14/2015 1:31:59 PM | 7/14/2015 1:31:59 PM | cs4524 |

100%

When you finish, use the “Close” button to return to the baby’s demographics page.

Baby Demographics Page

All Folders **No Action** **Facility:** St Patrick Hospital **Letters** **Reports** **Merge** **Tools** **Settings** **Log Out**

Action Needed  **Baby Demographics for Test, Baby** User: cs4524 Help

Test, Baby
Medical ID: 123456
Birthdate: 7/14/2015
Action: Passed Screening
Status: **Complete**

Record Overview

- Tracking Options
- Demographics | Contacts
- Screening
- Risk Indicators
- Diagnostics | Manage
- Hearing Disposition | A-grams
- Amplification
- EI Services
- Letters
- Transfer
- Lab Testing

Recommended Actions:
[Manage](#)

Messages:
Milestones: 0/-/-
Inactive record. Use Tracking Options to re-activate this record.

Baby

Medical ID: 123456 Birth Date: 7/14/2015 Birth Facility: St Patrick Hospital
Name-Last: Test Time: 00:00 Nursery: [blank]
First: Baby Order: S-Single Location: [blank]
Middle: [blank] Weight: [blank] Grams Gender: [blank]
Insurance: [blank] Gest. Age: [blank] Physician: [blank]
Race: [blank] ICU Days: [blank] Alt. ID: [blank]
Deceased: ☐ Notes: Follow up with Ruth Fugelberg, appointment s

Primary Contact

Name-Last: Test Address: 123 Main Street Phone: 406-555-1234
First: Mom Ph 2: [blank]
Middle: [blank] Email: [blank]
Med Id: [blank] City/State/Zip: Missoula MT 59505 County: [blank]
Birth Mother: ☒ Birthdate: [blank] Language: [blank]
Title/Suffix: [blank] Race: [blank] Gender: -Blank-
Education: [blank] Ethnicity: [blank] Deceased: ☐

Change Date: 7/14/2015 1:20:37 PM

Click on green back arrow to return to main screen

Main Screen

All Folders

No Action

Action Needed

Test, Baby

Medical ID: 123456

Birthdate: 7/14/2015

Action: Passed Screening

Status: **Complete**

Record Overview

Tracking Options

Demographics | Contacts

Screening

Risk Indicators

Diagnostics | Manage

Hearing Disposition | A-grams

Amplification

EI Services

Letters

Transfer

Lab Testing

Recommended Actions:

Manage

Messages:

Milestones: 0/-/-

Inactive record. Use Tracking Options to re-activate this record.

St Patrick Hospital

Letters

Reports

Merge

Tools

Settings

Log Out

User: cs4524 Help

All Data for St Patrick Hospital (1 of 1)

DOB From: 5/1/2015

Advanced Find

Auto-Filter

To: 7/14/2015

Refresh

Milestones

| Baby Name | Medical ID | Birth Date | Inpatient | IP Date | Outpatient | OP Date | Action | Gender | Nu |
|------------|------------|------------|-----------|-----------|------------|---------|------------------|--------|----|
| Test, Baby | 123456 | 7/14/2015 | Passed | 7/14/2015 | | | Passed Screening | | |

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>

Add Baby

Print List

Delete Baby

2-Click Action: Record Overview

Combine:

This is 'home page' you are now ready to start entering another baby's information!

FAILED CCHD Screen

Newborn Pulse Oximetry Screening For Critical Congenital Heart Disease Failed Screen Reporting Form

Date _____ Facility _____ MRN _____

| | | |
|--|--------------|--------------------------------|
| Name (last, first) | DOB | Time of Birth (military) |
| Gestational age (weeks) | Birth Weight | Gender |
| Was a 2 nd trimester ultrasound performed? Yes No Don't Know | | Infant's Primary Care Provider |

| Screening Information | First Pulse Ox Screen | Second Pulse Ox Screen (if indicated) | Third Pulse Ox Screen (if indicated) |
|-----------------------|-----------------------|--|---|
| Right hand | % | % | % |
| Foot | % | % | % |
| Age in hours | Hrs | Hrs | Hrs |

Was an echocardiogram performed? Y N Don't Know
If yes- date _____ Facility _____
Echocardiogram reviewed by: _____
Was telemedicine used to review this echocardiogram? Y N Don't know

Was the patient transferred? Y N
If yes- Where? (Facility name) _____ Date of transfer _____

Findings (please list all diagnoses and include ICD9 codes):

Comments: _____

Person completing form: _____



FAX COMPLETED FORM TO:
Montana Newborn Screening Program
Fax 406-444-2750
For questions call 406-444-3622

Fax form for
failed screens.

Please fax in
every time you
have a baby
that does not
pass CCHD
screening.

dphhs.mt.gov/publichealth/cshs /NewbornScreeningPrograms.aspx

Children's Special Health Services

Montana's Newborn Screening Programs

The goal of the Newborn Screening Program is to assure every baby born in Montana will receive three essential newborn screenings. Most babies are born healthy. Montana tests all babies because a few babies look healthy but have rare health conditions. It is very important that these conditions are detected right away.

NEW [Critical Congenital Heart Disease Screening](#)

[Newborn Hearing Screening and Intervention](#)

[Metabolic \(Bloodspot\) Screening](#)

Montana Resources

- **NEW** [Newborn Screening Administrative Rule Changes Effective July 1, 2014](#)
- [Updated Montana recommendations for screening pre-term, low birth weight, and sick infants](#)
- [Montana's Newborn Screening Brochure for Parents](#)
- [Montana CSHS Pediatric Specialty Clinic Information](#)
- [Montana Public Health Laboratory Newborn Screening](#)
- [Montana Administrative Rules](#) for Newborn Screening
- [Montana Newborn Screening Laws](#) (Montana Code Annotated)

Other Resources

- [Baby's First Test](#) - the nation's newborn screening education center for families and providers
- [National Library of Medicine Newborn Screening Information](#)
- [Parent's fact sheets for disorders detected by newborn screening](#) - Screening, Technology and Research in Genetics (STAR-G) Project

Please check out our
website for lots of
information!

Please contact us with any questions!!
We are here to help!

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